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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

X,

No. C XX-XXXX ABC (JL)

Plaintiff,

NOTICE OF REFERENCE

v.

Y,

Defendants.

TO ALL PARTIES AND COUNSEL OF RECORD:

The above matter has been referred to Magistrate Judge James Larson for resolution of one or more discovery disputes. The policy of this court and of this District is to encourage voluntary informal exchange of information, as well as the initial and supplemental disclosures described in the Civil Local Rules and the Federal Rules of Civil Procedure.

Discovery disputes in cases referred by the district court are handled in one of three ways:

a. Motions noticed for a hearing before the district court and then referred to this court will be re-scheduled on Magistrate Judge Larson's Law and Motion calendar. Parties will be notified in writing.

1 b. In disputes which arise after the case has been referred, but before a motion has
2 been filed before the district judge, the parties shall follow the following procedure:

3 Parties shall meet and confer in person, or, if counsel are located outside the Bay
4 Area, by telephone, to attempt to resolve their dispute informally. A mere exchange of letters,
5 telephone calls, or facsimile transmissions does not satisfy the requirement to meet and
6 confer.

7 If, after a good faith effort, the parties have not resolved their dispute, they shall prepare
8 a concise joint statement, of less than three pages, without affidavits or exhibits, stating the
9 nature and status of their dispute. If a joint statement is not possible, each side may submit a
10 one page individual statement. The Court will advise the parties regarding the need, if any, for
11 formal briefing or a hearing.

12 Law and motion matters, including discovery motions, shall be filed in accordance with
13 Civil Local Rule 7-2. Pursuant to Civil Local Rule 5-2(a), any papers filed in connection with
14 any motion referred to Magistrate Judge Larson by a district judge must be filed in the Clerk's
15 Office at the division where the chambers of the district judge is located, whether Oakland or
16 San Francisco. Pursuant to Civil Local Rule 5-2(b), the courtesy copies of papers filed in
17 connection with any motion assigned to Magistrate Judge Larson, including those in cases
18 where the assigned district judge sits in Oakland, must be delivered to the Clerk's Office or to
19 Magistrate Judge Larson's chambers, at 450 Golden Gate Avenue, San Francisco.

20 Any party seeking an award of attorney fees or other expenses as sanctions in
21 connection with a discovery dispute shall file a separate motion as required by Civil Local
22 Rule 37-1(e).

23 c. Telephone conferences in discovery disputes are not encouraged but will be
24 arranged at the court's discretion and are usually reserved for questions arising in the course
25 of a deposition or other emergency.

26 d. In cases referred to Magistrate Judge Larson for discovery, if a party wishes to file a
27 document under seal, that party shall first file a written request for a sealing order setting forth
28 the good cause and accompanied by a proposed order, as provided by Civil Local Rule 79-5.

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e. In cases subject to Electronic Case Filing, parties shall follow the appropriate procedures.

IT IS SO ORDERED.

DATED: May 24, 2001

JAMES LARSON
United States Magistrate Judge